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## Budget and Proposal Packaging

December 16th, 2008



**Every year, corporates are providing billions of dollars in funding to NGOs!**

*How can your organization benefit?  
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How to approach corporate donors?*

**Learn how to raise funds from corporates and businesses!**

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The budget has to be itemized as clearly as possible, presented in the required format. It should be in line with the activities set in the project. It will be an additional advantage to mention contribution from other sources such as the community or other donors. Contribution made by the proposing



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[organization](#) should also be mentioned. If there is any recurring income from the project activities, it needs to be clearly given in the budget section.

### Proposal Packaging

When the [proposal](#) writing is complete, it is important to ensure that the packaging has been done properly before submitting it to the [donor](#). Below are some important points to be kept in mind while packaging the proposal.

- the Title Page should have Project title, name of the donor agency and name, logo & contact info of the [NGO](#).
- there should be a Table of Contents
- there should be one page for explaining acronyms
- there should be a Project Summary- not more than one page, narrating goal, objectives, results and activities.
- An Organizational overview
- Ensure that page numbering, header & footer are complete.
- While writing, use active sentences more.
- Keep in mind the limit for the total no. of pages for the proposal.
- Attach appendices, if necessary
- Give Bibliography and references.
- The proposal should be signed and sealed.
- Covering letter is essential

[Introduction.....Challenges in Proposal Writing.....Before Writing a Proposal.....Writing about the Organization.....The Actual Proposal.....Problem Statement & Project Rationale-1.....Problem Statement & Project Rationale-2.....Project Goal.....Project Objectives... ..Strategies & Activities.....Performance Indicators.....Results.....Monitoring & Evaluation.....Budget & Proposal Packaging](#)

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### Webinars

#### Raising More Money from Your Local Business Community

Date: Sept. 10, 2012 Timings: 3:00 PM – 4:30 PM GMT

#### Building a Fundraising Board

Date: Sept. 19, 2012 Timings: 3:00 PM – 4:30 PM GMT

#### How to raise Funds from the European Commission

Date: Sept. 24, 2012 Timings: 1:00 PM – 2:30 PM GMT

#### Social Media: Using Facebook and More to Sell Your Mission

Date: Sept. 25, 2012 Timings: 7:00 PM – 8:30 PM GMT



**How to write a  
Letter of  
Inquiry to Seek  
Grants**

**How to write  
a Case Study**

**How NGOs  
can develop  
Budgets**

**How to  
write a  
Concept Note**

**How to write  
Proposals**

**How NGOs  
can protect  
themselves  
from online  
scams**

**Human Resource  
Development  
for NGOs**

**Promotional  
Material  
for NGOs**

**How NGOs  
can write Job  
Descriptions  
for their staff**

**Strategic  
Fundraising  
for  
NGOs**

**Five Tips for  
Writing  
Great  
Proposals**

**Sample  
Policies  
& Systems  
for NGOs**

**Corporate  
Donors for  
NGOs**

**How to identify  
funding among  
Bilateral  
Agencies**

**How to write  
LFA**  
Logical Framework  
Analysis  
in Proposals

**How to train  
NGO Staff in  
Fundraising**

Funds for NGOs

## Resource Guide: Questions Answered on How to Write Proposals – A Basic Guide on Proposal Writing for NGOs

July 2012

This resource guide was created in collaboration with Philantropia Inc. Philantropia Inc., an international fundraising consulting firm, helps organizations around the world to more effectively raise funds. <http://www.philantropia.org>

## Videos

- How to raise Funds for Human Rights Projects
- How to raise Funds for Women's & Girls' Issues
- Writing a Winning Concept Note for the European Commission Funding
- How to raise Funds from US Foundations
- Introduction to Strategic Fundraising Planning
- ...and many more.

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